

**ARIZONA TRAUMA SYSTEM
QUALITY ASSURANCE AND SYSTEM IMPROVEMENT (AZTQ) COMMITTEE
MINUTES
May 15, 2003**

MEMBERS PRESENT

Bill Ashland
Marcia Barry
Jane Burney
Heidenberg
Tracy Edwards
Pam Goslar
Sheri F. Jorden
Dan Judkins
John Porter
Stephen Powles
Rookie Stevens

MEMBERS ABSENT

Michael Burns
Susan Hinze
Scott Petersen

Brenda Sutton

GUESTS

Leslie Claesson
Connie Clark
Claire Hunt

Rose Johnson
Liana Lujan
Darlene Rodriguez
Kathy Ruiz
Robinelle Schroder
Cynthia Urbina-Rico
Jeanette Williams

BEMS STAFF

Suzy Baulch
Judi Crume
Larry

Lorenzo Henry
Charles Kramer
Larry Lorenzen
Susan Nicolas
Eleanor Strang
Michel Sucher

I. CALL TO ORDER

John Porter called the meeting to order after a quorum was reached at 9:08 a.m.

II. DISCUSS/AMEND and APPROVE AGENDA

Pam Goslar with a second by Bill Ashland motioned for approval of the Agenda as presented. Motion carried.

III. DISCUSS/AMEND and APPROVE MINUTES

A motion by Dan Judkins, seconded by Rookie Stevens, to accept the minutes from October 3, 2002, as presented with no changes. Motion carried.

IV. CHAIRMAN'S REPORT

John Porter thanked all of the Committee members for the hard work they have done to get the Trauma Plan in place this past year.

A. Introduction of New Trauma Program Administrator

Judi Crume started off by also thanking all of the Committee members for their hard work this past year in getting the Trauma Plan in place. Next, she gave an update on the budget issue. Last she introduced Suzy Baulch as the new Trauma Program Administrator for the Bureau and gave a brief background on her. Suzy Baulch then spoke briefly saying that she looked forward to working with the Committee on the Trauma Program. John Porter asked all in the room to introduce themselves for Suzy Baulch's benefit.

V. OLD BUSINESS

A. Committee Membership

Judi Crume spoke about the changes in the AZTQ Committee and its membership. Since the Trauma Plan is now in place, the Bureau wants the AZTQ Committee to become a Trauma Systems Quality Improvement Committee

keeping the same membership, although, per the new bylaws, the Committee will need to be cut back to a maximum of eleven members. Judi Crume said that before the next meeting in September, Michel Sucher, John Porter, Suzy Baulch and she would look at the current membership and produce a new membership consisting of eleven members. Judi Crume said that at the last STAB Committee meeting a new work group attached to the AZTQ Committee was created. The work group will be called “Trauma Users Group” (“TUG”). More will be discussed on TUG under “New Business” although Suzy Baulch made the comment that TUG will have a great influence on the AZTQ Committee. A Committee member suggested that “Trauma Users Group” was misleading and should actually be called “Trauma-Registry Users Group”. A discussion ensued.

B. Trauma Registry Update

Suzy Baulch distributed a Systems Trauma Registry report titled, “All Hospitals – July 2002 through March 2003 – Summary for Issue Filter Report” and explained the purpose of the document. This preliminary report summarizes all the data uploaded into the Registry for the period of July 2002 through March 2003 broken down by each data element, how many incidents were reported of a data element that was incomplete (out of a total of 4,999 total patients), and percentage based on total incidents divided by total number of cases. The data for this report is from all reporting hospitals in the State. Suzy Baulch informed the group that she also had individual reports for each hospital based on data uploaded from that hospital that she would hand out at the end of the meeting. A discussion based on this report ensued. One point that came out of this discussion was that this report was only a “test run” to show a type of report that can be generated from the Trauma Registry system. John Porter brought out three points to stay focused on:

1. The fact that we are not particularly happy with this report shows us that this gives TUG a place to start to improve the report by analyzing the data received, how it should be presented, who is reporting what and when, etc.
2. We are getting some data in and the State is learning how to manipulate it and produce some reports from that data.
3. The data we are working with this early in the stage should not be used as a basis for distribution of funds to the different hospitals. We need to wait until the system is well established before we can produce usable reports for budgetary reasons.

There was a suggestion from the group that we need to find the differences between “Trauma-One” and “Collector” databases so we can find common ground to start from.

A member asked if there is a list of data elements that includes the changes from the last meeting? Judi Crume responded yes and had copies of the latest list of Trauma Registry data elements that had been approved by STAB. This document was distributed to all in attendance.

There was a request for a HIPPA Compliance Letter from the Bureau and Judi Crume responded that a letter would be put together and distributed to everyone.

There was a suggestion from a member of the audience that when a hospital submits data to the Registry, can there be feedback from the Bureau that the data was received okay? Judi Crume responded yes.

Suzy Baulch distributed a handout titled, "Triage Criteria – July 2002 through March 2003". This document, through the use of a pie graph, is a preliminary field, triage report. She stated this report is based on incomplete data but does give a rough display of the percentages of the different triage criteria components. She asked the group not to go in and change any of the "pop-up windows" on your own of anything that will be downloaded to the State. A discussion ensued.

VI. NEW BUSINESS

A. Establish "Trauma Users Group" ("TUG") of the Bureau

John Porter told the Committee that TUG has already been established by the STAB Committee so AZTQ just needs to establish membership and when the first meeting should be. There was a suggestion that the Committee obligate all hospitals that are submitting data to the State should have at least one member in TUG. Also, it was suggested that TUG have an open membership with no upper limit of how many members there can be. John Porter asked the group that, whenever the first meeting is scheduled, he would like everyone who is going to attend that meeting bring with them at least two items: The "Pop-up" Screen Triage Criteria and your own personal list of criteria that you feel needs definitions. This way the work group can create definitions for the criteria. It was brought out that Pam Goslar already has a list of definitions so John Porter asked her to send out to all the latest version of the definitions so the work group can look at those for any corrections. A discussion ensued as to when the first meeting date should be and it was finally decided on for **Wednesday, June 11th from 9 a.m. to 12 noon in Conference Room A in the Bureau's Administrative Office.** A motion by Dan Judkins, seconded by Pam Goslar, to have the membership of TUG consist of at least one person from each hospital submitting data to the State and that there be an open membership with no upper limit to the number of members. Motion carried.

VII. CALL TO THE PUBLIC

There was no "Call to the Public".

VIII. MEMBERS' EDUCATION AND INFORMATIONAL ANNOUNCEMENTS

John Porter talked about the Southwest Regional Trauma Conference scheduled for October 2-3, 2003 at the Tucson Convention Center and had pamphlets for anyone who was interested.

IX. NEXT MEETING

The next meeting of AZTQ is scheduled for September 25, 2003, at 9:00 a.m. This meeting will be at the new ADHS Building located at 150 North 18th Avenue, 5th Floor, Phoenix.

X. ADJOURNMENT

Marcia Barry, with a second by Steve Powles, motioned for adjournment.
Motion carried. The meeting was adjourned at 11:02 a.m.

Recording Secretary: Larry Lorenzen

Approved by: AZTQ Date: January 19, 2006